

# The AstraZeneca Coupa Implementation

## Coupa Training Session for AZ Suppliers



The session will be recorded

The recording will be published  
on AZ Coupa Supplier Hub



Your microphone is muted



Please use Q&A functionality to raise questions



### Interpretation

Bitte nutzen Sie die Funktion „Interpretation“ in Ihrem Menü, um den Inhalt der Präsentation in Ihrer Sprache zu hören.





# Coupa

Transforming  
the way we buy

## Coupa Training Session

April 2022



# CSP Training Agenda

**01**

What are the  
key dates?

**02**

Where to find  
CSP  
credentials?

**03**

Why and how  
to set up Legal  
Entity?

**04**

How to  
manage day-  
to-day  
transactions in  
the CSP

**05**

How to get  
support

**06**

Q&A

1

Key dates for you



# Recap: Coupa transmission methods

## CSP

**COUPA SUPPLIER PORTAL** IS AN ONLINE TOOL THAT SERVES AS THE INTERFACE BETWEEN THE SUPPLIERS AND ASTRAZENECA TO TRANSACT ORDERS AND INVOICES

- No costs associated
- Multiple users with access to orders and invoices
- Dashboard view of all PO/ invoices
- Ability to create multiple Legal Entities

## SAN

**SUPPLIER ACTIONABLE NOTIFICATIONS** GIVES SUPPLIERS THE ABILITY TO ACT DIRECTLY FROM THEIR EMAIL INBOXES WHEN THEY RECEIVE A PO; SUPPLIERS CAN FLIP AN E-MAILED PO TO AN INVOICE

- No costs associated
- Single email address used for orders submission/ invoice generation
- Option to switch to CSP at any time

## cXML

**CXML** IS A PROTOCOL USED FOR THE COMMUNICATION OF BUSINESS DOCUMENTS BETWEEN PROCUREMENT APPLICATIONS AND SUPPLIERS

- Technical capability to manage cXML transmission required
- Testing required
- Available only for high volume suppliers designated by AZ Coupa SE team



# Key dates for your calendar

E-learning completion

CSP invites

Coupa Go-Live

First orders submitted



*E-learning available at  
[www.astrazeneca.com](http://www.astrazeneca.com)*



*Invites sent to your email  
inbox*



*Coupa Supplier Portal active  
for AstraZeneca Suppliers*



*PO sent to your company  
account in the CSP*



# Invoicing during Transitioning period

- AZ will be closing open POs and then recreating new POs with the **balance** in Coupa - this means you will be issued with **new orders** in Coupa **4th May onwards**. You must invoice via your agreed E-invoicing channel (CSP, SAN, cXML)
- Speak to your AstraZeneca customer/point of contact to ensure you are prepared for the Transition to Coupa and to align on which orders will be recreated
- Contact our Helpdesk team by April submitting a statement to clear open debt, if any exist

## Goods and services received prior to May 4th

**A** Goods and services received prior to 4th May will be processed in Ariba. All invoices against Ariba POs that have been fulfilled prior to 4th May must be billed/submitted by 31st May

## Goods and services received from May 4th onwards

**C** Goods and services received starting May 4th will be processed in Coupa. Be aware that your new POs issued from Coupa will reference your old PO (PO number) from Ariba – this will help you reconcile



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# Register for the CSP



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# Registration options available for you



## FOR FIRST TIME USERS OF COUPA

- AstraZeneca – created invite
- Self-registration
- Forwarded invitation from a coworker



## IF YOU HAVE CSP ACCOUNT ALREADY

- No need to register  
*Please watch out for an AstraZeneca–created invite to link your account with AstraZeneca as your new customer in the CSP*

The AstraZeneca CSP invites will be submitted in w/c April 25th to all suppliers expected to transact with us via Coupa Supplier Portal after Coupa Go-Live

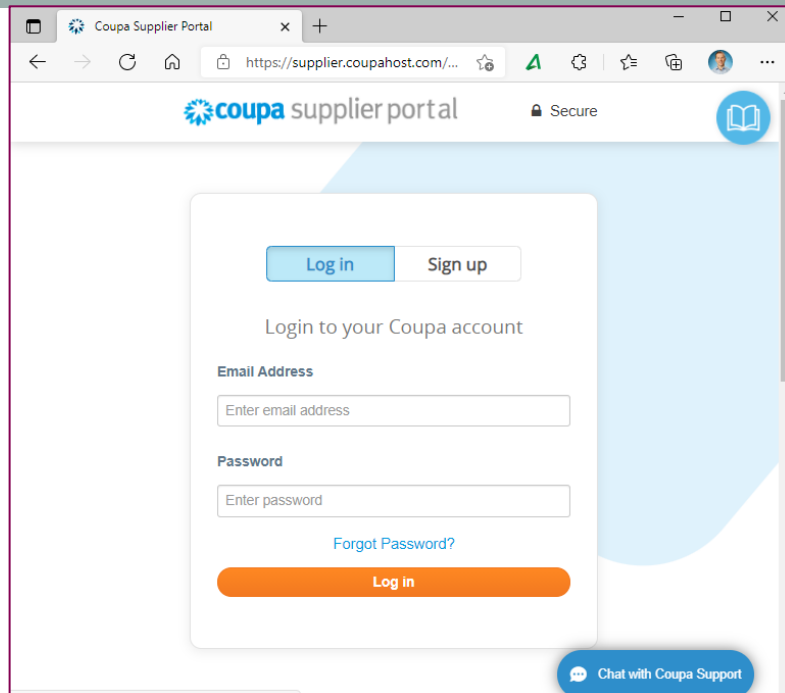
More information in the “Coupa Supplier Portal registration” lesson of the e-learning



# Coupa Supplier Portal

[www.supplier.coupahost.com](https://www.supplier.coupahost.com)

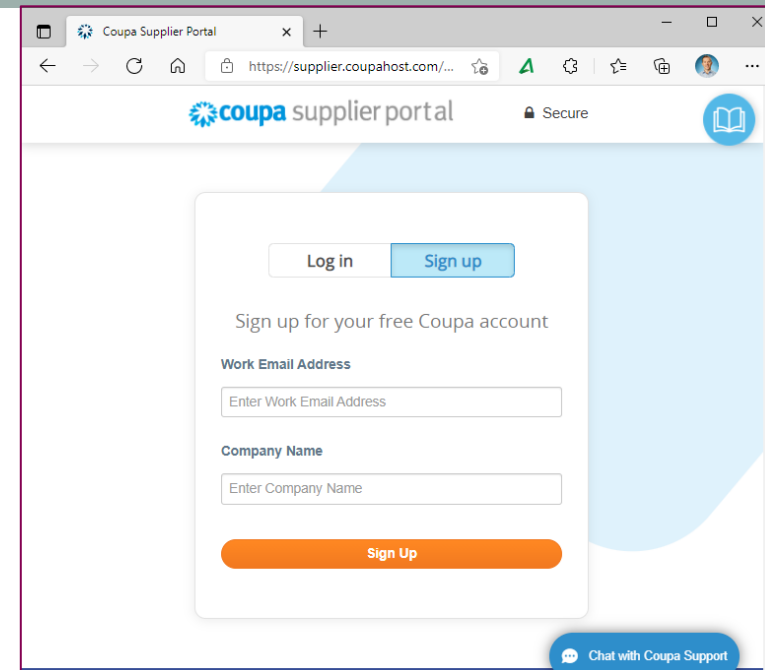
[www.supplier-test.coupahost.com](https://www.supplier-test.coupahost.com)



The screenshot shows the login page of the Coupa Supplier Portal. The browser address bar displays the URL <https://supplier.coupahost.com/>. The page header includes the Coupa logo and the text "coupa supplier portal". The main content area features a white login box with the following elements:

- Buttons for "Log in" and "Sign up" at the top.
- The heading "Login to your Coupa account".
- A section for "Email Address" with a text input field labeled "Enter email address".
- A section for "Password" with a text input field labeled "Enter password".
- A blue link for "Forgot Password?".
- A large orange "Log in" button at the bottom.

A "Chat with Coupa Support" button is visible in the bottom right corner of the page.



The screenshot shows the sign-up page of the Coupa Supplier Portal. The browser address bar displays the URL <https://supplier.coupahost.com/>. The page header includes the Coupa logo and the text "coupa supplier portal". The main content area features a white sign-up box with the following elements:

- Buttons for "Log in" and "Sign up" at the top.
- The heading "Sign up for your free Coupa account".
- A section for "Work Email Address" with a text input field labeled "Enter Work Email Address".
- A section for "Company Name" with a text input field labeled "Enter Company Name".
- A large orange "Sign Up" button at the bottom.

A "Chat with Coupa Support" button is visible in the bottom right corner of the page.



# Key takeaways



## **CSP Credentials are set up by individual users (login: email address & password)**

The AZ CSP System invite is submitted to the one email address which we received as a primary contact person. Supplier CSP User Accounts are setup by your company's CSP Admin.



**AZ CSP system invite will be submitted in w/c April 25th**



**An individual who received CSP system invite from AZ automatically becomes a CSP Account Admin.** Admin has the rights to assign different account admins through User Management/ Settings



AZ Coupa Supplier Enablement Team can support in submitting additional CSP invite to relevant email address. **Credentials reset must be supported by Coupa Technical Support** (chat window in the login page)



# 3

## Set up your Legal Entity & Remit To



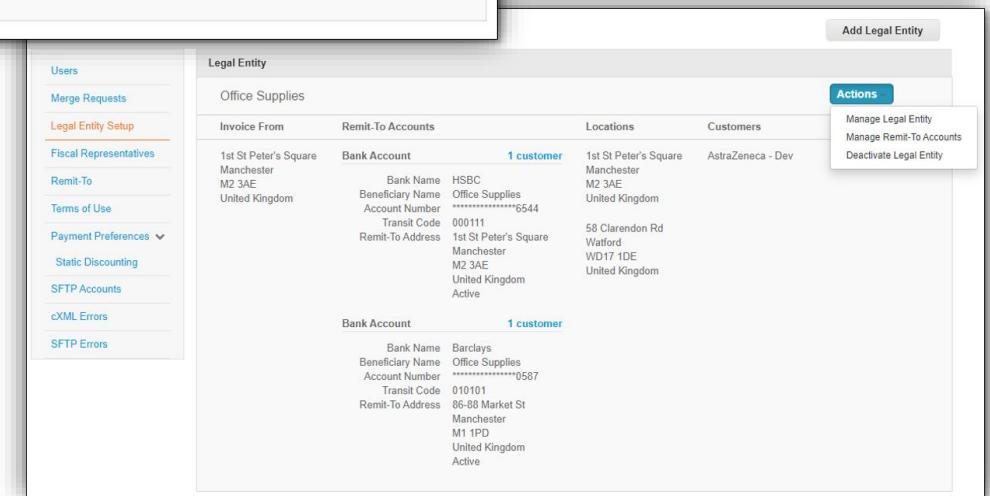
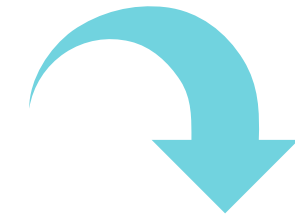
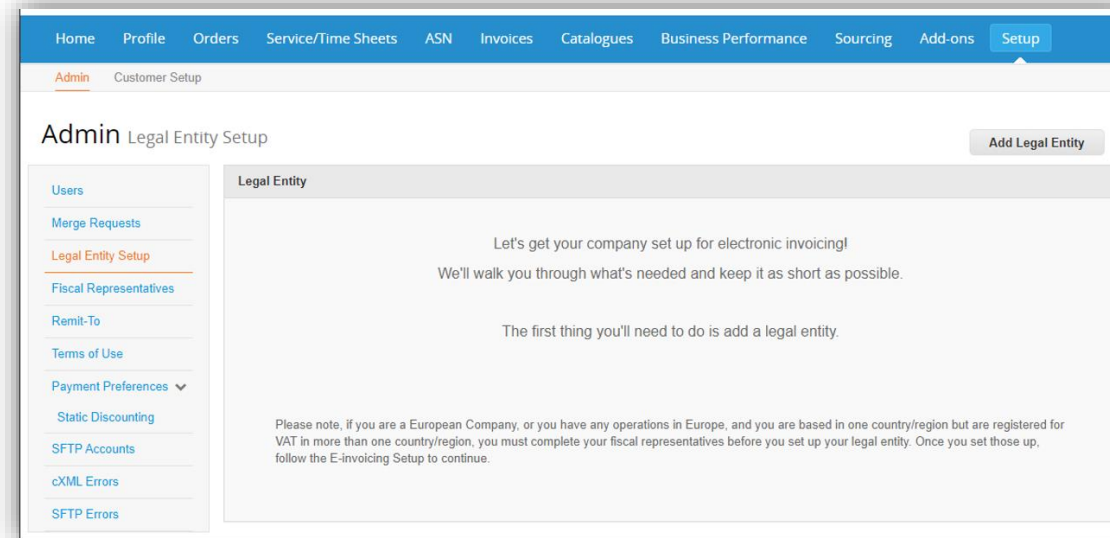
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# Set up your Legal Entity

All data listed in the Legal Entity structure goes on to the legal invoice that Coupa creates on your behalf



More information in the “Legal Entity setup” lesson of the e-learning



# Set up your Remit To

Remit-to addresses ensure global electronic invoice compliance

**coupa** supplier portal AZCSP | NOTIFICATIONS 1 | HELP

Home Profile Orders Service/Time Sheets ASN Invoices Catalogues Business Performance Sourcing Add-ons **Setup**

Admin Customer Setup

### Admin Remit-To

[Add Remit-To](#)

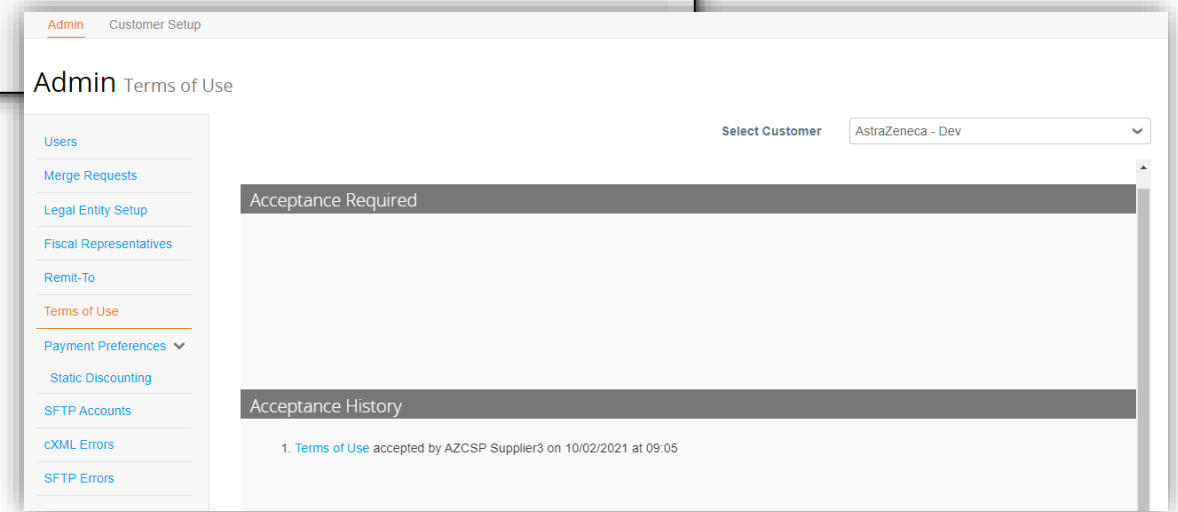
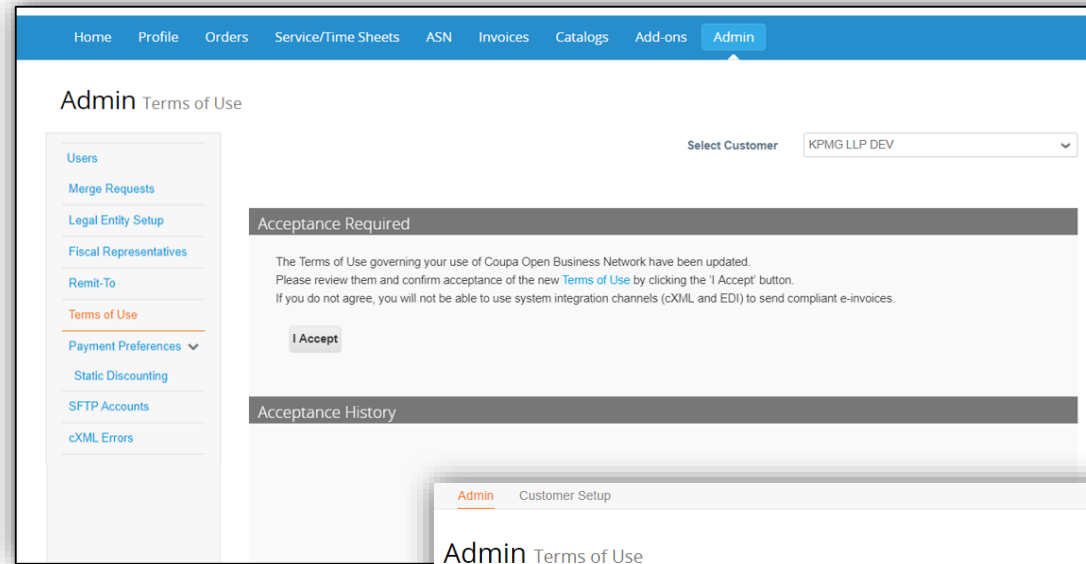
Remit-To Account	Remit-To Address	Payment Type	Legal Entity	Customers	Actions
Barclays Bank Plc ****8528	2021 Francis Crick Avenue Cambridge Biomedical Campus Cambridge CB2 0AA United Kingdom  Preferred Language: English (UK)	Bank Account	AZCSP Supplier3 UK	✓ AstraZeneca - Dev	
None	123 Main Street Wilmington DE 19803 United States	Address	AZCSP Supplier3	✓ AstraZeneca - Dev	

*More information in the “Remit to setup” lesson of the e-learning*



# Terms of Use

Please make sure that you accept this before the Coupa Go-Live.



*More information in the „CSP Admin“ lesson of the e-learning*



# Key takeaways



The Legal Entity Setup section is available only to the admins. If you are the one who has created the account, you will be granted with the admin permissions.



**All data used in the Legal Entity structure goes on to the legal invoice that Coupa creates on your behalf.** Please ensure this information is accurate.



Please provide an admin right to anyone in your organization who is responsible for keeping Legal Entity information up-to-date!



To meet compliance regulations an invoice must include a remit-to address and associated tax information. **The banking details** have to be added when setting up Remit – to.





# 4

## Manage transactions in the CSP



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# Key takeaways



**If you enable email notification for POs, you will receive an email notification for any new order.** Notifications are set up on an individual account level.



**Invoice Receipt Date is the starting point for calculating payment terms.** The invoice date (invoice receipt date) is defaulted to the date you create and successfully submit an invoice in the CSP.



**In the "Invoice" tab you can review real-time payment information** by choosing the *Payment Information* view.



For Coupa compliant e-invoicing countries, as per the T&Cs, **Coupa will issue the legal invoices on your behalf**, therefore no need to attach or issue a copy of an invoice generated from your system. Please attach any supportive documentation if required.



# 5

## Get support



# Support structure after Coupa Go-Live in Germany

The CSP technical queries, issues with registration or set up



**Coupa Support – chat feature in the CSP**

AZ transactions related queries in your CSP account



**AstraZeneca TGPS Supplier Enablement**

Questions regarding your invoices & payments



**AstraZeneca Helpdesk/ FINANCE DIRECT**

Your company details changes



**Your AstraZeneca business contact**

# Coupa Supplier Portal Guide for AstraZeneca Suppliers

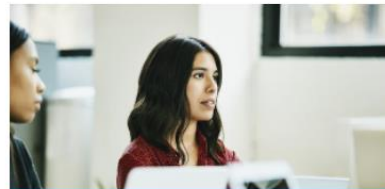
<https://www.astrazeneca.com/az-suppliers/az-coupa-supplier/german-suppliers.html>

**Training section on the AstraZeneca Coupa Supplier Hub webpage**

*Erfahren Sie mehr über Coupa bei AstraZeneca*



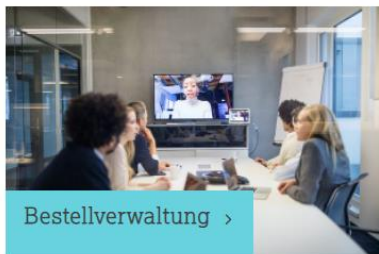
Coupa-Lieferantenportal –  
Registrierung und Verwaltung >



Coupa-Lieferantenportal:  
Rechtspersönlichkeit & Adresse



Coupa-Lieferantenportal-  
Rechnungsverwaltung >



Bestellverwaltung >



Unterstützung für AZ-  
Lieferanten, die über Coupa

## Coupa-Lieferantenportal: Rechtspersönlichkeit & Adresse des Zahlungsempfängers

START COURSE

DETAILS ▾

# 6

## Q&A



# Thank you!



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